

19 October 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Establishing Definite Retention Periods for DDP Records

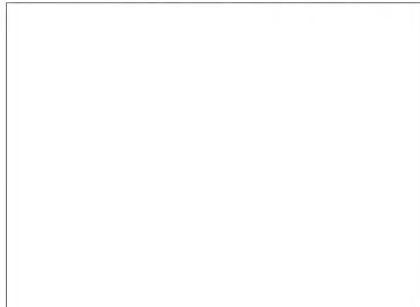
STAT 1. Met today with DDP/RMO to discuss the need for establishing definite retention periods for about 15,000 cubic feet of DDP records. A specific example was presented by the 5,000 cubic feet of unindexed records described in item 5, page 69 of the RI schedule. Both temporary and permanent records are intermixed in these files. [redacted] of RI stated it would cost \$40.00 per cubic foot to screen the material for disposal. He agreed to take another "hard nosed" look at their schedule to see if retention periods could be firmed up.

2. The DDP/RMO stated he would consider the whole problem as it applied to DDP records and give us an opinion within ten days.



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Present at the meeting:



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Available*

5.  
cont.

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by the [redacted] group is listed numerically by codes representing country, category and the specific subject of the file. Within each group, documents of temporary value are interfiled with documents of permanent value; files of temporary value are also interfiled with files of permanent value. Chiefs of area branches, desks, or other CS components, or their Records Officer are responsible for determining which documents and files are necessary to support the CS mission or which are of permanent value or of temporary value.

a. Documents and Files pertinent to CS mission.

b. Documents and Files not pertinent to CS mission.

a. Permanent. Destruction not authorized.

b. Temporary. Destroy when of no further reference value. (Types of files which may be destroyed will, when identified, be published in the form of Disposition Lists or amendments to this schedule.)

ITEM NO.	DESCRIPTION	VOLUME	
3.	<p><b>ISSUANCES FILES</b></p> <p>Consists of copies of Agency handbooks, regulations, instructions and notices.</p> <p>Filed numerically in loose leaf binder.</p> <p>1953 - Present</p>	.4	Temporary. Destroy when rescinded or obsolete.
4.	<p><b>DOCUMENT DESTRUCTION FILES</b></p> <p>Consists of machine listings reflecting files (complete and partial) and documents destroyed. The listing includes following information: document symbol and number, file classification and type of file by code letter.</p> <p>One set filed numerically by file classification.</p> <p>One set filed alphabetically by document symbol.</p> <p>1957 - Present</p>	6.0	Temporary. Destroy when superseded or no longer needed.
5.	<p><b>CS RECORDS SYSTEM FILES</b></p> <p>Contains correspondence, forms or reports originated by CS Headquarters, the field, other parts of the Agency, or other Agencies. These files are maintained to provide access to all material pertinent to the CS mission as defined in Chapter I of [redacted] (Due to previous procedures all of the documents and files in the system do not meet this criteria). The files are arranged in two major groups. One consists of files on personalities; the other consists of files on impersonal subjects. The former group is filed by a serially assigned number preceded</p>	4,026.0	

11.

**PREDECESSOR FILES**

For description of these files see:  
Preliminary Inventory of the Records of the  
Office of Strategic Services (also predecessor  
and successor agencies), 1941-1947, prepared  
by CIA, Records Management Staff, August 1959.

2,579.0

The disposition of these  
covered in a separate records control  
schedule.

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**INACTIVE RECORDS, CIA**

These are records retired to  by  
various DDP elements to include RID and field  
installations, includes CS and non-CS records.

1,772.0

The disposition of the CS records is  
governed by  Disposition of  
non-CS records is governed by Guide to  
Disposition of Auxiliary Files and  
Records Control Schedules of the elements  
of the DDP which have prepared same.

Filed by field installation or headquarters,  
by type record and then by consecutively  
assigned numbers.

1947 - Present

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